申訴專員公署

Office of The Ombudsman

Administrative Fees for Provision of Information

This Office will levy the following fees for provision of information in handling a request for information:

	Item		**Fee level**
1.	Duplicate a copy of a paper record[1] *(based on the size of the original document)*	A4 – black and white	HK$2.0 per page
		A3 – black and white	HK$3.0 per page
		A4 – colour	HK$4.0 per page
		A3 – colour	HK$6.0 per page
2.	Scan a paper record into PDF format[2] *(for document size of A3 or below)*		HK$6.0 per page
3.	Reproduce a digital record (inclusive of editing work for redacting any personal data relating to third parties)[2] *(For fee computation, the runtime of recording will be rounded up to the nearest minute, e.g. $14 is charged for an audio record of one minute and 30 seconds)*	Audio record	HK$7 per minute of a record
		Video record	HK$15 per minute of a record
4.	Burn a digital record to CD/DVD		HK$20 per disc
5.	Postage		Exact postage as charged

Note 1: Photocopying made on both sides of a sheet is counted as two pages.

Note 2: For items (2) and (3), when the requested record is to be provided in a CD/DVD, the fee under item (4) will also be added.

March 2024

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